

**WINONA STATE UNIVERSITY
NOTICE OF VACANCY**

POSITION: Business Education

APPLICATION DEADLINE: March 22, 2010
First review is March 31, 2010. Open until filled.

TYPE OF APPOINTMENT: Fixed-term Position

SALARY: Commensurate with degree, rank, and experience

RANK/TITLE: Instructor

APPOINTMENT DATE: August 2010

RESPONSIBILITIES:

Teach undergraduate courses online in business communications; keyboarding; microcomputer applications; administrative communications; computer applications; administrative information systems procedures; concepts and management; personal finance; and training and development courses. [Additional responsibilities include scholarly activity and the ability to assume a leadership role in undergraduate curriculum development.] [The faculty member is expected to teach in a distance education environment; advise students; serve on department, college, and university committees; and participate in service activities.] The candidate must be willing to teach online. The candidate will contribute to department goals and objectives and to college and university missions.

QUALIFICATIONS:

- Masters degree in Business Education or Education.
- Secondary and/or middle school business education teaching experience for a minimum of three years in a public school setting.
- Documented oral and written communication skills essential.
- Strong teaching abilities, interpersonal relations, communication skills, and online teaching skills essential.

DESIRED QUALIFICATION

- Ph.D. in Business Education or Ph.D. in Education with a business education emphasis.
- Training and Development teaching experience.
- Two-year community or technical college teaching experience.
- Demonstrated knowledge of and interest in diverse cultures and populations.

NOTE: Employment for this position is covered by the collective bargaining agreement between the Inter Faculty Organization (IFO) and the Minnesota State Colleges and Universities Board of Trustees which can be found at:
http://www.hr.mnscu.edu/contract_plans/ifo0709.pdf.

WINONA STATE UNIVERSITY: The mission of Winona State University is to educate and enlighten our citizenry at a distinctive institution: a community of learners improving our world. As an emerging leader in education for the 21st century, Winona State University is committed to creating an environment to learn differently, work together differently, and make differences in our world. Located in the beautiful bluff country of the Mississippi River Valley, the Winona campus is largely residential and primarily services a traditional student age population, while the Rochester campus serves primarily non-traditional students. Commonly held principles help Winona State University prepare undergraduate and graduate students on both campuses. We value differences and work collaboratively, continuing a legacy of a century-and-a-half of service.

POSITION AVAILABLE PENDING BUDGETARY APPROVAL

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ALL APPLICANTS MUST BE ABLE TO LAWFULLY ACCEPT EMPLOYMENT IN THE UNITED STATES.

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APPLICATION INFORMATION: Please submit the following materials: 1) A cover letter addressing how you meet the responsibilities and qualifications in the order listed above; 2) Resume; 3) Official Transcripts (undergraduate and graduate); and 4) a list of at least 3 references, with addresses and telephone numbers. **Persons writing letters of reference should be advised of Minnesota's open record law which can make such letters available to applicants upon request.*

APPLY DIRECTLY ONLINE AT: <http://agency.governmentjobs.com/winona/default.cfm>. **Official Transcripts** should be mailed to: Affirmative Action Office, Winona State University, P.O. Box 5838, Winona, MN 55987-5838.

NOTICE: In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business, whether using a personal, rental or state vehicle, shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

A member of the Minnesota State Colleges and Universities System.
An equal opportunity educator and employer.
Women, minorities and individuals with disabilities are encouraged to apply.